

## Guidelines to Follow

As of 12/9/14

### Ushers:

1. Arrive 15 minutes before the start of the Service. Bulletins are on the counter in the office. Communion cards should be handed out with the bulletin.
2. We are trying to create a quiet environment in the Sanctuary so people can prepare themselves for worship. Please **close the doors to the Sanctuary** when Pastor begins with the announcements. Stand outside handing out the bulletins and opening the door for the late arrivals. This will allow a sound barrier between the people sitting quietly in the sanctuary and the people still out in the narthex. Once the prelude starts you can come into the Sanctuary unless there are still people walking in; use your own judgment about when to come back in.
3. Please be sure to **count** the number of people present at worship. Also include any in the nursery at the 10:30 service. Record the amount on the small blue sheet of paper and put in the offering plate.
4. Sometimes one of the ushers is also the **acolyte**. However, when available we have others do this. If the candles are not lit before the Pastor is ready to go in to worship, would you light the candles. The candles should be lit before worship begins and then extinguished during the last hymn after the Pastor has recessed.
5. We would also like you to become familiar with the **sound system**. We have directions posted in the cabinet. Usually John Stangl takes care of this at the 10:30 service. But John is not always in church. If you have questions about the sound system, check with John.

### Acolyte:

1. The Candle lighter is located on the right side of the altar area in a stand. Lighter is in the back of the church by communion cards.
2. Candles should be lit during the prelude.
3. If lighting the candelabras they should be lit first. If not light the pulpit candles and then the altar candles. Left to right.
4. Extinguish candles after Pastor leaves the altar area. Extinguish the same way you lit them. Light candle lighter before extinguishing the last candle.

### Lectors:

1. The readings and prayers will be mailed or emailed to you the week that you are reading. They will also be on the counter in the office.
2. There is a Pronunciation Guide in the office, on the wall to the right of the ledge if you need it.

### Greeters:

1. Greeter(s) should stand by the Welcome Table.

### Communion Assistant:

1. If you have any questions, please check with Pastor Lutcher.

### Alter Guild:

Involves setting up the Altar for communion each week, cleaning up after the services, resetting the altar for the 10:30 am service. It also includes changing the paraments as needed and helping to set up for baptism.